

**From:** Stillwell, Pam  
**Sent:** Monday, March 29, 2004 1:48 PM  
**To:** Blanton, Jerry  
**Subject:** FW: PROGRAM AREA

Attached is the completed Personnel and Training review for Thompson Academy conducted on 3/24/04.

Areas of concern are as follows:

- Only 1 staff meeting held since 1/2004
- Staff Personnel files are missing required employee and supervisor signatures
- Incomplete Employee verifications
- 1 out of 11 employee files reviewed missing initial drug test.
- There is nothing in the training files for staff - No training plans, no documentation of any training regarding PAR, CPR and First Aid, fire, riot and other emergency situations, orientation training, basic training and inservice training conducted. Some PAR training was conducted by a DJJ staff that was contracted to do so, however there is no documentation that the staff trained were certified and passed the written test.
- No documentation that any staff are receiving the required yearly hours of training.
- Youth interviewed stated staff were tired, lazy, screamed, yelled, worked double shifts, got mixed directives, due to lack of communication and did not conduct 10 min checks especially at night. They usually occurred at 1/2 hour intervals.
- Staff interviewed stated youth had too small of portions of food, the last group fed, got less, not enough hot water during showers, not enough towels or clothes for youth.
- It was interesting that youth interviewed were concerned about staff and staff interviewed were concerned about youth.
- 6 vacancies with no policy indicating times frames and steps to fill vacancies in a timely manner.
- Volunteer files incomplete - no indication orientation was provided, no job descriptions, no volunteer service agreeemtns, no separate logs indicating times and dates volunteers were at the facility and what tasks were performed. Policy does not state how volunteers are solicited within the community, in fact there was no indication in the files, where these volunteers came from.

HOPE THIS HELPS

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*"An aim in life is the only fortune worth finding."*  
*Jacqueline Kennedy Onassis*

-----Original Message-----

**From:** Blanton, Jerry  
**Sent:** Friday, March 26, 2004 9:45 AM  
**To:** Stillwell, Pam  
**Subject:** PROGRAM AREA

Per request. Thanks for helping out.

BLANTON !